



# **“BIDDING DOCUMENT”**

**FOR**

**Procurement of Branded Desktop Computers, Laser jet  
Printers, Access Switches and Networking of Additional  
Block.**

**NATIONAL ASSEMBLY SECRETARIAT, ISLAMABAD**

**Phone: 9103118, 9103116, 9022408**

## **Bidding document**

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### **BIDDING DOCUMENT**

**Tender for:** Procurement of Branded Desktop Computers, Laser jet Printers, Access Switches, and Networking of Additional Block.

**Procuring Agency:** National Assembly Secretariat.

### **INSTRUCTIONS TO BIDDERS**

1. National Assembly Secretariat invites sealed bids as per **Single Stage Two Envelope** procedure from Tier 1 / 2 partners, authorized dealers dealing in the business of branded computer equipment who are registered with Income Tax /Sales Tax Departments and are based in Islamabad/Rawalpindi for "Supply of Branded Desktop Computers, Laser jet Printers, Access Switches and Networking of Additional Block." on mutually agreed terms & conditions. The following documents form integral part of Bidding Document: -

- |  |              |
|--|--------------|
| i. General terms & Conditions                | Annexure I   |
| ii. Details/profile of the Firm              | Annexure II  |
| iii. Financial Bid                           | Annexure III |
| iv. Bid Evaluation Criteria/Compliance Sheet | Annexure IV. |

2. The following documents should be furnished by the Firms/Bidders with the bid: -

- i. Detailed profile of the company/Firm including name, registered address, telephone/ fax number (s), e-mail address and year of establishment, type of ownership, Details of support staff and contact numbers of the owners/partners etc. as provided in Annex II.
- ii. Latest Authorization Letter from the principal (brand being quoted).
- iii. Tier 1 , 2 Partnership\ dealership Certificate
- iv. A copy of the National Tax/Sales Tax registration certificates.
- v. Undertaking on the letter head of the Firm that the Firm is not blacklisted by any Private or Govt. Department
- vi. AGPR Vendor Number
- vii. Catalogues/Brochures/Data sheets of the products/requisite supplies.
- viii. Bank Account details.
- ix. Financial Capabilities of Firm in the form of Tax Return for the last two years.

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- x. Earnest money/Bid Security equivalent to 5% of the total quoted amount in form of Pay Order issued in favour of National Assembly Secretariat.
3. Interested Firms are requested to submit their bid in the specified Performa following single stage two envelope procedure i.e., submission of technical bids along with financial bid in separately sealed envelopes.
4. The Bidder will submit their sealed bids containing two separately sealed envelopes marked as "Technical Bid" and "Financial Bid". The envelop marked as "Technical Proposal" must contain all the documents mentioned in this bidding document e.g. Company Profile, Proposed BOQ, Data Sheets, Certificates, Covering Letter, Compliance sheet etc. while the envelop marked as "Financial Bid" must contain a clear BOQ with complete specifications and item wise prices with GST of the proposed equipment as required at Annex-III.
5. A Bid Security to be enclosed in a Separate Envelop, labeled as "BID SECURITY", and should be sealed. **It must be ensured that the bid security should not be in the envelops of Technical or Financial proposals.** In the Technical Proposal, the firm must confirm on Company's letter head that the Bid Security is submitted separately as per Tender Requirements. Financial Proposal along with **Bid Security** amounting to 5% of the total bid value in form of deposit at call or pay order in favor of National Assembly Secretariat. All applied taxes must be included in the provided rates.
6. The envelope containing the bid shall be superscripted as "Bid for Supply of Branded Desktop Computers, Laser jet Printers and Networking of Additional Block". The bids must reach the office at the address, time and date mentioned in the tender notice. The bids will be opened on the same day in the National Assembly Secretariat at 2.30 p.m. on 29<sup>th</sup> ~~October~~ <sup>December</sup>, 2020 in the presence of the bidders authorized representatives.
7. The National Assembly Secretariat may increase or decrease the quantity of equipment.
8. National Assembly Secretariat reserves the right to accept or reject any or all the bids as per Public Procurement Rules, 2004.
9. The bidder should quote prices in Pak Rupees inclusive of GST and Income Tax and will generate invoices accordingly and will be responsible to deposit GST to the Government as per FBR instructions and Government rules amended from time to time.

General Terms & Conditions**1. Description of work**

Tier 1 or 2 partners/Authorized dealers dealing in business of Computer equipment for Supply of Branded Desktop Computers, Laser jet Printers, Access Switches, and Networking of Additional Block, its installation and commissioning at the National Assembly Secretariat.

**2. Scope of Work**

- 2.1 Supply of Branded Desktop Computers, Laser jet Printers, Access Switches and Networking of Additional Block, its installation and commissioning as per following specifications and quantity:

Hardware	Required Specifications (Equivalent or better)	Quantity
<b>Branded Access Switches</b> (24/48 port Layer 3 Switch)	<ul style="list-style-type: none"> <li>Fully Managed Layer 3 Switch</li> <li>VRRP, OSPF protocol support</li> <li>Stackable Switch</li> <li>LLDP protocol support for configuring, discovering, and managing network infrastructure such as QoS, security policies,</li> <li>VLAN assignments, inter-vlan communication</li> <li>128 Gbit/sec switching capacity</li> <li>24 x 10/100/1,000 Ethernet Ports, 4 x 10GE SFP+ OR</li> <li>48 x 10/100/1,000 Ethernet Ports, 4 x 10GE SFP+</li> <li>Hot-insertion/removal of stack members</li> <li>In Service Software Upgrades for switch stacks</li> <li>SDN open flow 1.3 support</li> <li>Three-years Comprehensive warranty</li> </ul> <p><b>Warranty.</b> Valid Bidding Authorization Certificate, Partner certificate along with certified engineer of product. Quote separately price of 24 port and 48 port switches.</p>	20
<b>Branded Desktop Computers</b>	<ul style="list-style-type: none"> <li>Branded desktop computers Processor i7-9700, 9<sup>th</sup> Generation, RAM 8GB (2X4GB), Storage 256GB SSD and 2666MHz/3.5-inch 1TB SATA 7.2k HDD, 7200 RPM Intel® Integrated Graphics, DVD-RW, Mouse Keyboard, 18.5" LED Monitor or better.</li> <li>With Windows 10/Free OS( Quote Separate).</li> <li>3-year comprehensive warranty.</li> </ul>	50

Hardware	Required Specifications (Equivalent or better)	Quantity
<b>Laser Jet Printers</b>	<ul style="list-style-type: none"> <li>Branded LaserJet printers HP 404dn or equivalent</li> <li>Print Speed (Black): Up to 38 ppm (Letter)</li> <li>Print Resolution: Up to 1200 x 1200 dpi (Best)</li> <li>Standard Connectivity: 1 Hi-Speed USB 2.0, 1 Ethernet 10/100/1000T network or better.</li> <li>Duplex Print Options: Automatic (standard)</li> <li>Processor Speed 1200 MHz</li> <li>Memory: 256 MB or better</li> <li>Standard One Year warranty.</li> </ul>	40
<b>Networking of Additional Block and connectivity with main Secretariat.</b>	Network Switch Layer 3 managed switch features SDN open flow 1.3 48x10/100/1000T Gigabit Ethernet ports and 4X10GE SFP+	01
	CAT 6-A Cable Roll. 23AWG, Solid UTP Unshielded, 100% Bare Copper, UL Certified.	04
	Duct 40x40 length 10 feet	30 Lengths
	Duct 16x25	70 lengths
	Ethernet Face Plate CAT6 Wall Outlet Face Plate Dual Port RJ45 Ethernet Network Data Socket.	40
	Wall mount Keystone Module Cat 6 IO	40
	Network Cabinet 8 U Double Section	1
	Network Cabinet 4 U	2
	PVC Pipe for outdoor Cable	25
	RJ 45 Copper Connector Box	02
	Network Firewall with L3 VPN License Must be listed in 2018 & 2019 Gartner Magic Quadrant for Next Generation Firewall. IPS, APP and Web filter License Intrusion Prevention System (IPS), Anti-Virus & Anti-Malware, Email Security Protection, URL Filtering, Application Control, Bandwidth Management Must Quote Minimum 10 Concurrent Sites Connection for IPsec VPN Must Have Full Features Working Even License Is Expired Must Have Minimum 1.4Gbps NGFW Throughput Must Have Minimum 1Gbps Threat Protection Throughput ((FW + SA + IPS + Antivirus) Must Have Full Features Working Even License Is Expired Must Have Minimum 4 x 1G Ethernet Interfaces, 1 year Hardware Warranty Service.	01 One Job
	Services installation configuration, L3 VPN connectivity between National Assembly main Secretariat with additional Block	

## **Bidding document**

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2.2 All the required network cables\transceivers and power cables along with installation commissioning of the solution must be included in the proposal.

### **3 General Terms & Conditions (Continued.....)**

- 3.1 The Firm shall supply& install the items at the National Assembly Secretariat at its own cost.
- 3.2 Warranty period of items must be mentioned in quotations which should OEM three years for Desktop Computers and **three years** for Access switches and One year for Laser jet printers.
- 3.3 The Firm should be registered with Income Tax & Sales Tax Departments.
- 3.4 The Firm should have never been blacklisted by any government organization or any other organization.
- 3.5 Incomplete or conditional tenders would not be accepted and is liable to be rejected.
- 3.6 The selected Firm will have to ensure fast & timely delivery of the requisite equipment at National Assembly Secretariat within 4-8 weeks' time or earlier after issuance of purchase order.
- 3.7 In case the selected Firm fails to deliver the required equipment in time or is unable to supply the equipment as per specifications, the letter of award/ contract shall be terminated and Earnest money/ bid security of the Firm shall be forfeited.
- 3.8 All government applicable taxes, etc. will be deducted from the invoice.
- 3.9 The successful Firm shall be issued a letter of award/purchase order, which on acceptance by the Firm in writing, shall constitute to be a formal contract. The bid submitted by Firm will be valid for a period of four months from the day of opening of bids.
- 3.10 Bidder must provide letter for availability of spare parts on 24 hours' notice during warranty period.
- 3.11 The bidder will replace all faulty parts during the warranty period as per warranty terms.
- 3.12 Bidder will proactively service the supplied equipment and provide Firmware upgrades during warranty period. (At least twice a year).
- 3.13 All hardware equipment will have the warranty period as mentioned with each item in the list.
- 3.14 The Bidder may quote rates for one, more than one or for whole tender equipment under the specified rules mentioned in tender documents.



**4. Tender Price Quote**

- 4.1 Provision for all taxes (GST), rates or for any other cause, etc. shall be included in tender price and given in percentage.
- 4.2 No revision of rates will be admissible during the Bid validity period.
- 4.3 All Rates should be quoted in **Pak Rupees**. Rates for individual items must be quoted separately without taxes and with GST.

**5. Bid Security**

- 5.1 The Firm shall furnish Earnest money/Bid Security amounting to 5% of the total bid value in the form of Call Deposit or Pay Order (valid for 120 days) issued by a scheduled bank in favour of National Assembly Secretariat along with their bid.
- 5.2 Any bid not accompanied by an acceptable earnest money/bid security shall be rejected by the National Assembly as non-responsive.
- 5.3 The earnest money/bid securities of un-successful bidders will be returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity.
- 5.4 The bid security of the successful bidder will be returned on submission of performance guarantee as per para 6.

**6. Performance Guarantee.**

- 6.1 The Successful bidders must furnish a 10% performance guarantee of the total bid value at the time of supply of equipment which must be valid from Date of Supply of equipment and should cover the warranty period.

**7. Submission of Bids**

- 7.1 The Bid shall contain, (Annex I & II) dully filled in and signed for having accepted the General, Special terms and conditions, Financial Bid (Annex III) & Earnest Money/**Bid Security** amounting to 5% of the total bid value in form of Deposit at Call or pay order in favour of National Assembly Secretariat. The envelope containing bid shall be superscripted as "Bid for supply of Desktop Computers, Laser jet Printers, Access Switches and Networking of Additional Block, its installation, testing and commissioning". The Bid must reach the office at the address, time and date given in tender notice.

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### **8. Bids Opening and Evaluation**

- 8.1 The National Assembly will open the tenders in the presence of the Firms representatives who choose to attend on date, time and venue mentioned in tender notice.
- 8.2 The bidder for which an acceptable notice of withdrawal has been received shall not be opened. The National Assembly will examine Firms bids to determine whether the requisite Earnest money/tender security has been furnished, and the submitted documents have properly been signed and completed. The National Assembly shall prepare for his own record minutes of the tender opening including the information disclosed to those who were present.

### **9. Tender Validity**

- 9.1 Tender shall remain valid and open for acceptance for a period of 120 Days after the date of tender opening.
- 9.2 Procuring agency may ask the Firms for extension in bid validity if required. The request and response thereto shall be made in writing. The Firms agreeing to the request may only increase the bid validity without any modification in their bids.

### **10. Format and Signing of the Bids**

- 10.1 Each page of Bid shall be duly signed and stamped by the Firm before making submissions.
- 10.2 Each Firm may submit only one Bid.
- 10.3 Bidders shall indicate all information required vide Annexure II & III.

### **11. Mode of Payment**

- 11.1 Payment will be made approximately within one month after the supply and satisfactory installation of equipment and receipt of the requisite supplies and invoices.
- 11.2 No advance payment will be made.

### **12. Quantity of Equipment.**

- 12.1 The National Assembly Secretariat may increase or decrease the quantity of equipment.

### **13. Award of Contract**

- 13.1 The National Assembly may award the contract to the Firm(s) whose tender has been determined to be substantially responsive.



**14. Procuring Agency Right to accept or Reject any or all Tenders**

- 14.1 The National Assembly reserves the right to accept or reject any tender, and to annul the tender prices and reject all tenders, at any time prior to award of contract as per Public Procurement Rules, 2004.

**15. Letter of Award**

- 15.1 Prior to the expiration of the period of validity prescribed, the National Assembly will notify the successful bidder in writing by the registered letter at their mailing address that his Bid has been accepted.
- 15.2 The letter of award shall constitute to be a formal contract if accepted by the Firm.

**16. Signing of Agreement**

- 16.1 In case the letter of award is accepted by the Firm, it shall return to the National Assembly, duly signed and stamped copy of the acceptance letter along with a cover letter on Firm's letter head, which shall constitute to be a formal contract agreement between the two parties.
- 16.2 Within 7 days of receipt of the letter of award, the successful bidder shall sign and return the letter of award through a cover letter addressed to the National Assembly.

**17. Subletting**

- 17.1 The successful bidder shall not sublet the contract to any other Firm. In case of any type of subletting, the contract shall be cancelled and damages will be paid by the bidder and firm will be blacklisted in future.

**18. Suspension and Termination**

- 18.1 The Firm will give immediate notice in writing to the National Assembly/Procuring Agency of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms and agree with National Assembly/Procuring agency for any suitable course of action.
- 18.2 In case of any dispute, the decision of the Secretary, National Assembly shall be final.
- 18.3 If the successful bidder fails to provide the equipment within specified time period or any modification in specifications of equipment specified in the tender, National Assembly/Procuring agency has the right to cancel the contract and forfeit their bid security.

**DETAILS/PROFILE OF THE FIRM**

- a) Name of the Firm \_\_\_\_\_
- b) Address: \_\_\_\_\_
- c) Year of establishment \_\_\_\_\_
- d) Name of Proprietors/owners/Directors \_\_\_\_\_
- e) Contact person Name/Designation \_\_\_\_\_
- f) Telephone Nos./mobile no. \_\_\_\_\_
- g) Fax Nos and email \_\_\_\_\_
- h) 24 hours helpline number, (if any) \_\_\_\_\_
- i) Type of Firm, Private Limited, Partnership/Cooperative agency, etc.  
\_\_\_\_\_
- j) AGPR Vender No. \_\_\_\_\_
- k) NTN No. \_\_\_\_\_

**Please attach following:**

- a. Current list of clients.
- b. A copy of the Registration of the Firm/company.
- c. NTN/GST Numbers & copies of the certificates
- d. Brochures/ catalogues of all the quoted products

**UNDERTAKING**

I/We hereby certify that the information furnished above is true to the best of my knowledge and belief. I have no objection to National Assembly Secretariat verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that; I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

**Authorized signatory of the Firm**  
Official seal/stamp  
Date  
Place, Phone No., Mobile No.

**FINANCIAL BID****Details of Equipment**

Equipment	Qty	Rates exclusive of all taxes per unit (Rupees)	Rates inclusive of all taxes per unit (Rupees)	Total Price inclusive of all Taxes
Branded Desktop Computers	50			
Branded Access switches	20			
Laser Jet Printers	40			
Networking of Additional Block	One job			

**UNDERTAKING**

I certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

**Authorized signatory of the agency**

Official seal/stamp

Date

Place, Phone No, Mobile No.

**Compliance Sheet/Bid Evaluation Criteria.**

(Bidders must Fill and Submit with Signatures\Stamp on each page)

Sr#	Area	Requirement	Compliance FC\PC\NC*
1	Company	Company Profile is submitted properly	
2		Company is in relevant business for at least 5 years as per attached Letter of incorporation	
3		Authorization letter from Principal is attached	
4		Tier-1\2 Partnership Letter from Principal is attached	
5		National Tax/Sales Tax registration certificate is provided	
6		Non- Black listing certificate is provided	
7		AGPR vendor No. is provided	
8		Catalogues/Brochures/Data sheets of the products/requisite supplies are provided	
9		Earnest Money 5% is enclosed	
10		2 References from Govt Sector are Provided	
11		Principal has sale, pre-sale, post-sale presence in Pakistan.	
12	Access Switches	Fully Managed Layer 3 Switch	
13		VRRP, OSPF protocol support	
14		Stackable Switch	
15		LLDP protocol support for configuring, discovering, and managing network infrastructure such as QoS, security policies,	
16		VLAN assignments, inter-vlan communication	
17		128 Gbit/sec switching capacity	
18		24 x 10/100/1,000 Ethernet Ports, 4 x 10GE SFP+	
19		Hot-insertion/removal of stack members	
20		In Service Software Upgrades for switch stacks	
21		SDN open flow 1.3 support	
22		Three-year comprehensive warranty	
23	Desktop Computers	Processor C-i7 9700 series, 8 <sup>th</sup> Generation.	
24		8 Gb RAM, 2666 MHZ	
25		1 T.B hard disk and 256 GB SSD	
26		Intel Integrated Graphics	
27		DVD RW	
28		Key board + Mouse	
29		18.5 "LED monitor	
30		Three Years Comprehensive Warranty	
31	Laser jet printers	•Print Speed (Black): Up to 38 ppm (Letter)	
32		•Print Resolution: Up to 1200 x 1200 dpi (Best)	
33		•Standard Connectivity: 1 Hi-Speed USB 2.0 1 Ethernet 10/100/1000T network or better.	
34		•Duplex Print Options: Automatic (standard)	

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Sr#	Area	Requirement	Compliance FC\PC\NC*
35		•Processor Speed 1200 MHz	
36		•Memory: 256 MB or better	
37		•1-year Comprehensive warranty	
38	Networking of Additional Block, National Assembly Secretariat.	<p>Network Switch Layer 3 managed switch features SDN open flow 1.3 48x10/100/1000T Gigabit Ethernet ports and 4X10GE SFP+</p> <p>CAT 6 Cable Roll. CAT 1200 Feet, 23AWG, Solid UTP Unshielded, 100% Bare Copper, UL Certified.</p> <p>Duct 40x40 length 10 feet</p> <p>Duct 16x25</p> <p>Ethernet Face Plate CAT6 Wall Outlet Face Plate dual Port RJ45 Ethernet Network Data Socket.</p> <p>Wall mount Keystone Module Cat 6 IO</p> <p>Network Cabinet 8 U Double Section</p> <p>Network Cabinet 4 U</p> <p>PVC Pipe for outdoor Cable</p> <p>RJ 45 Copper Connector Box</p> <p>Network Firewall with L3 VPN License Must be listed in 2018 &amp; 2019 Gartner Magic Quadrant for Next Generation Firewall. IPS, APP and Web filter License Intrusion Prevention System (IPS), Anti-Virus &amp; Anti-Malware, Email Security Protection, URL Filtering, Application Control, Bandwidth Management Must Quote Minimum 10 Concurrent Sites Connection for IPsec VPN Must Have Full Features Working Even License Is Expired Must Have Minimum 1.4Gbps NGFW Throughput Must Have Minimum 1Gbps Threat Protection Throughput ((FW + SA + IPS + Antivirus) Must Have Full Features Working Even License Is Expired Must Have Minimum 4 x 1G Ethernet Interfaces, 1 year Hardware Warranty Service.</p> <p>Services installation configuration, L3 VPN connectivity between National Assembly main Secretariat with additional Block</p>	

- \* FC - Fully Compliant  
PC - Partially Compliant  
NC - Non-Compliant.